PURCHASE DIVISION
Advice for approval for credit to supplier

E

| Date: | 25/3/22 | Prepared by | Manoj | Serial no. | 2582 |
|---|---|---|---|---|---|
| Supplier name | Sai Adhitya Computer | | | HO inward no. | |
| Firm/Company | SSLLP | Project | HO | HO received date | |
| PO/WO date | 16/3/22 | PO/WO No. | 86718 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 718 | 16/3/22 | 5901/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 5901/- |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |
| MRN nos.: | Proof of delivery matches MRN: ☑ Yes ☐ No |
| Amount B –Other Credits : Transportation charges | – |
| Amount C –Other Debits : | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 5901/- |
| Amount E – PO / WO value: | 5901/- |
| Amount F – Difference (A – E): | – |
| Quantity received as per PO /WO | ☑ Yes ☐ Excess received ☐ Short received ☐ Part received |
| Close PO / WO | ☑ Yes ☐ No – wait for balance material ☐ Other |
| Payment – due date | 28/3/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manish | [signature] | | | |
| Sign: | Manoj | [signature] | | | |
| Date | 25/3/22 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED
26 MAR 2022
P. PRABHAKAR
SR. MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

# TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

Mob : 9908273448
: 9652512695

## Sai Adhitya Computers

*One Stop Refilling Solutions...*

***A Complete Refilling of Laser Tonars and Inkjet Catridges***

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

**GST : 36BTZPA2173D1ZN**

Invoice No. 718 Invoice Date : 16/3/22 PO.No. Date :
State : Telangana State Code 36 D.C.No.

Mrs. SUMMIT SALES LLP
Address:
GST IN : 36ACQFS2044C1Z7 State Code : 36

Place of Service:

| S.No. | DESCRIPTION | HSN Code | QTY | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1) | Hp 12A Refilling | 8443 | 01 | 200 | 200 | - |
| 2) | Hp 12A New Drum | | 01 | 300 | 300 | - |

INWARD
Inward No: 838 Dt: 16/3/22
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD
No: 92529
Date: 23/3
Sign:
R.R. DIST.

| | | |
|---|---|---|
| TOTAL AMOUNT BEFORE TAX : | 500 | - |
| ADD : CGST : 9% | 45 | 00 |
| ADD SGST : 9% | 45 | 00 |
| ADD IGST : 18% | - | |
| TOTAL AMOUNT AFTER TAX: | 590 | 00 |

**Bank Details:**

Bank Name : Mahesh Bank
Bank Account Number : 012001200008889
Bank Branch IFSC Code : APMC0000012

Rupees in Words: Five Hundred Ninety Only

**Terms and Conditions :**
E & O.E.
1. Goods once sold will not be taken back
2. Interest @24% p.a.be charged if the payment is not made with in the stipulated time.
3. Subject to "Telangana" Jurisdiction only.

(Office Seal)

Certified that the particulars give agove are true and correct
For *Sai Adhitya Computers*

Authorised Signatory

# Purchase Order

 24-03-2022 11:35:48

86718
16.03.22 2:13:34

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Sai Adhitya Computers
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20

**GSTIN** 36BTZPA2173DIZN
9908273448 9652512695

| | | |
|---|---|---|
| **Doc No** | 86718 | 183447 |
| **Doc Date** | 16-03-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 16-03-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Adhitya**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 3523 - Computers and Peripherals - Toner refill - NA - nos<br>*12A* | 1.00 | 200.00 | 0.00 | 18.00 | 236.00 |
| 2 | 3522 - Computers and Peripherals - Toner drum - NA - nos<br>*12A* | 1.00 | 300.00 | 0.00 | 18.00 | 354.00 |
| | Rupees : Five Hundred Ninty Only. | | | **Total Order Value . . .** | | **590.00** |

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Above order for Ho purpose |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email. |

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For ***Sai Adhitya Computers***

Name : ____________________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit Sales LLP | Date: | 16-03-2022 |
| Site & Phase : | HO | Time: | |
| Supplier | | Req. No. | 183447 |
| Material required before date: | | ID No. | 74773 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A toner refilling | | 1 | No | | |
| 2 | 12A toner Drum | | 1 | No | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

86718

Remarks: This is for HO

APPROVED
23 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

| | | | |
|---|---|---|---|
| Prepared By | K.Suneel | Approved by | |
| Sign.& Date | 16-03-2022 | Sign. & Date | |

Note: On receipt of material at site write inward number and date in last 2 columns.